

## **Faculty Leave & Substitute Pay**

### **March 20, 2012, 9:00am-10:30am**

Attendees: Susan Malmgren, Gigi Gallagher, Joe Lampo, Nancy Chao, Matt Rapczynski, Cynthia Smith, Debbie Haynes, Suzanne Pfeiffer, Patty Jobs and Kari Elliott (note taker).

#### **Schedule/Timeframe:**

0. Draft specifications – complete by mid-September 2011; done.
1. Form ready (plus process) – complete by end of September 2011; done.
2. Deans and Division Admins Input – end of October 2011; done.
3. Faculty Association's approval – end of November 2011; done.
4. Final approval of specs – mid-December 2011; done.
5. ETS programming – complete by end of April 2012.
6. Testing – May 2012.
7. Roll out – Summer Quarter.
8. April 27, 2012 – demo at All Administrator's Meeting.
  - Will demo everything but interface with Payroll.

#### **Agenda Items:**

1. Current Progress.
  - Will not publish Appendix F; will use formula instead and have a reference to contract.
2. Approvers.
  - Can enter supplemental data in PEAMPLE.
  - Will be maintained by HR – Suzanne approved.
  - Will escalate to VPs if deans do not approve.
  - Deans will be able to setup proxy if absent.
  - Susan will email STVDIVS table to team.
3. Payroll Interface.
  - Report for leave and substitute pay; Nancy will give information to Susan add to specs this week.
4. Substitute Pay.
  - Assignments created after dean approves leave.
  - Sub form is filled out and given to dean to let them know sub worked.

#### **Critical Success Factors:**

1. Accuracy.
2. User friendly; intuitive.
3. Auditable.
4. Processing time reduction.
5. Awareness & training.

#### **Take Away Items:**

1. Receive written confirmation from Faculty Association regarding 3 day limit – Gigi.
2. Double Hours.
  - When faculty teaches at both colleges on the same day leave is reported.